

Approved For Release 1999/09/20 : CIA-RDP78-00991A000500020021-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 17 February 1955

FROM : Chief, Real Estate &amp; Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

## a. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Combination sink and dishwasher received. This item and the new stove will be installed shortly.
- (2) Framing for walls and ceiling in DCI and DDCI suites nearing completion. Air conditioning duct work approximately 50% complete.
- (3) Water coolers for first, second, and third floors received and to be installed on 17 Feb.
- (4) Job order being prepared covering alterations and renovations in IAC Conference Room.
- (5) Memorandum containing requirements for additional space for GPO will be forwarded to DD/S on 17 Feb.
- (6) I.G. move from Admin. Bldg. Basement and second floor of South Bldg. will be started and completed on 17 Feb.
- (7) Security Office is checking into proposed relocation of Snack Bar from South Bldg. to Admin. Bldg.

## b. Tunnel Project:

Work on this project is expected to be resumed about 1 March 1955.

## c. Tempo K Bldg. Cafeteria:

Final memorandum will be completed and forwarded to the DD/S on 17 Feb.

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25X1C

d.

**Mission Relocation:**

Field requested substitute of ceiling fans in lieu of attic fans approved for installation in quarters. Outgoing cable approved above if within funds available and safe and satisfactory installation can be made within 8 foot ceiling heights, and Engineer recommends approval of such installation.

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Schematic plans for swimming pool have been approved and forwarded by [REDACTED] to A&E for development of final plans.

A meeting was held regarding the use of warehouse at this station by [REDACTED] claims joint use is incompatible with cover and proposed delay in use and scheduling of [REDACTED] occupancy at a later date. Commo representatives restated by cable their needs for 5000 sq. ft. of dehumidified storage as of 1 Sept. suggesting that [REDACTED] submit their requirements. [REDACTED] indicates they need storage for administrative supplies [REDACTED]

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e. **Building of TSS Laboratory** [REDACTED]

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Review of Drawings and Specifications completed. Architect Engineer stated that they will take 3 to 4 weeks to modify drawings and revise specifications as required [REDACTED]

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2. **General:**

Regulation covering the functions of the Space Maintenance & Facilities Branch is being drafted.

3. **Projects and Studies in Process:**

a. **Construction and Utilities:**

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(1)

[REDACTED] Structure is complete and inspection for acceptance will be made next week.

(b) **Warehouse Bldg. repairs:** Plans and specifications forwarded to C.O. this week requesting

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25X1A

(2)

- (a) Record Center Hldg.: Work in progress, it is estimated that the building will be ready for occupancy by 1 March 1955. The shelving contractor has already started installing shelving. The first floor shelving should be complete by 1 March.
- (b) Extras at Laboratory, Elevator: Drilling of elevator shaft is progressing more satisfactorily.

25X1A

(3)

Contractor's request for extra was received, reviewed, and found to be inconsistent with the methods of presentation outlined in our instructions to him. This fact is being pointed out to him, since the contract was between him and the Government and not his electrical sub-contractor and the Government.

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(4)

Travel order prepared for Division representative to visit site for final inspection and acceptance of construction on 14 March.

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(5)

A meeting was held this week with the Division regarding the development of the [REDACTED] and more details regarding the information which would be needed by this office were presented to FE. [REDACTED] stated that he would present this information to the Logistics Office as soon as possible.

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(6)

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The Field requested authority to rent a structure [REDACTED] at a cost of \$2,000 per month for a 2 year lease, or \$150,000. for construction of such a facility; and advised that a motor pool would be needed when present facilities were released upon closing out of WE. An outgoing message was prepared disapproving this request, and recommending transfer to [REDACTED] cost to use [REDACTED]

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(7)

The matter of the type of house was clarified and outgoing message was cancelled. Type of quarters will be similar to that previously [REDACTED]

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3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

As indicated in report of last week, electrical outage to permit exchange of transformers at [REDACTED] is scheduled for the 26 and 27th of February 1955. All offices effected by this outage have been notified. Deficiencies noted in partial final inspection are being corrected by the plumbing and sheet-metal contractors. 25X1A

b. FI/STD - Commo - Air Conditioning, [REDACTED]

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PBS Electricians are scheduled to resume work on the installation of air conditioning on 21 February 1955.

c. Request of DD/P for Additional Space:

It was learned that it will cost the Agency approximately \$13,000.00 to off-set moving operations required by the Department of Commerce in vacating Wing 10, second floor, [REDACTED]

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d. [REDACTED]

1. The contractor is ordering electrical material required in conjunction with addendum covering increased transformer capacity etc.
2. A job order has been prepared and forwarded to PBS covering installation of compressed air line and additional acoustical tile treatment in the sound laboratory.

e. Telephone Survey:

Memorandums relative to the recommendations of the survey team were received from the following listed offices; Office of Personnel, Office of General Counsel, Office of the Comptroller, Chief, Machine Records Division, DDI/OCI, Chief, Administrative Branch. Telephone Service Orders are being prepared to effect recovery of lines and surplus station equipment. Changes to existing systems to improve service are included.

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3C - Space, Maintenance and Facilities

f. Moves:

Completed during past week:

DD/P/WE (partial) within Tempo I, 11 February  
Inspector General from Basement Administration and second  
floor South Buildings to third floor  
South Building, 17 February.

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Chief,  
Real Estate and Construction Division

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